

PERRY HALL MULTI ACADEMY TRUST

**MINUTES OF THE MEETING OF PERRY HALL PRIMARY SCHOOL
HELD REMOTELY
AT 6.00 PM ON WEDNESDAY 20 JANUARY 2021**

PRESENT: Mr D Collinswood
Mrs L Crotty
Mr S Cox
Mrs S Ferguson
Mr A Fisher
Ms R Kohli – Headteacher
Mr D Tarbuck – Chair
Mrs A Tranter

IN ATTENDANCE: Mr D Asbury – Executive Headteacher for Standards (EHTS)
Mrs A Cheema – CEO
Mrs M O’Rourke – Associate Member
Mrs L Rush - Clerk

Minute Number	Minutes	Action
0501	<p><u>APOLOGIES AND WELCOME</u></p> <p>The Chair welcomed everyone to the meeting. There were no apologies to note.</p>	
0502	<p><u>DECLARATION OF INTEREST/ CONFIDENTIALITY/ CONFIDENTIAL ITEMS</u></p> <p>Attention was drawn to the Articles of Association relating conflicts of interest, including but not limited to any Personal Financial Interest.</p> <p>Governors were advised that if a person had any interest in a contract, proposed contract or matter under consideration, s/he should disclose the fact and take no part in the consideration, discussion or vote in respect of the contract or matter and withdraw from the meeting.</p> <p>The following interests were noted:</p>	

	<p>Mr Asbury sat on the Trust Board of ConnectEd and was on the Schools Forum.</p> <p>Mrs O'Rourke is a Director of Concept FM and Concept Education Services</p> <p>Mrs Cheema was on the Trust Board for UCAT</p> <p>Governors were reminded that care should be taken to ensure that they were aware of agenda items of a confidential nature. In addition, they were advised to ensure that minutes of their meetings did not include information of a confidential nature as the draft minutes were considered public documents as soon as approved by the Chair of the meeting.</p> <p>The Clerk requested that Governors consider if any items were of a confidential nature. Governors were advised that these items should be considered in private.</p>	
0503	<p><u>ANY OTHER BUSINESS</u></p> <p>The following areas of AOB were noted, these would be covered during the meeting:</p> <ul style="list-style-type: none"> • Sensory Room • Remote Learning • Re-opening of Nursery and 2's 	
0504	<p><u>MINUTES OF THE PREVIOUS MEETING</u></p> <p>RESOLVED: That the minutes of the previous meeting, held on 16 September 2020, be approved as a correct record.</p>	
0505	<p><u>MATTERS ARISING FROM THE MINUTES</u></p> <p><u>Leadership Report (Minute No 0489)</u></p> <p>The Headteacher informed Governors that the library, being implemented following the removal of the reading bus had not progressed as quick as it had been hoped for, due to the delays from the impact of Covid-19, work would continue after lockdown. A Governor asked what the plans were for the concrete pad left behind once the reading bus had been removed and was informed that this would be developed as part of the wellbeing area, to encourage reading.</p>	

0506	<p><u>MINUTES OF THE STANDARDS COMMITTEE</u></p> <p>RESOLVED: That the minutes of the Standards Committee, held on 11 November 2020 (Appendix 1 – on GovernorHub) be adopted</p>	
0507	<p><u>MEMBERSHIP OF THE LOCAL GOVERNING BODY</u></p> <p>There were two parent vacancies on the LGB, following the changes made at the last meeting. The Clerk reported that an election would need to take place for this and offered her support should it be required. The Chair asked for a draft letter that could be sent to parents to advise them of the vacancies, the Clerk agreed to facilitate this.</p> <p>The Clerk noted that the two staff Governors:</p> <ul style="list-style-type: none"> • Mrs Crotty • Mrs Ferguson <p>Had been elected for a further term of office, and that this had previously been agreed at 12 months for all staff Governors across the Trust.</p> <p>There was one term of office due to expire on 30 June 2021, for Mrs Tranter, but the Clerk explained that as a co-opted Governors this could be considered at the next LGB meeting on 19 May 2021. Governors wished to consider this now, the Clerk asked whether Governors required Mrs Tranter to leave the meeting whilst this was considered but concurred that this was not necessary.</p> <p>RESOLVED: that Mrs Tranter be co-opted back on to the LGB once her term of office expired following approval by the Trust Board</p> <p>A discussion was held around Link Governor roles at this point, the Clerk noted that Governors could look into the possibility of meeting with their link subject lead remotely, until visits into school were permitted.</p> <p>There were no attendance issues to note.</p>	Clerk to draft a template letter regarding parent Governor vacancies.
0508	<p><u>URGENT ACTION TAKEN BY THE CHAIR</u></p> <p>The Chair reported that no urgent action had been taken.</p>	

LEADERSHIP REPORT

Governors had received a copy of the Leadership Report pack (Appendix 1 on GovernorHub) in advance of the meeting. The following was noted:

- There had been an increase in the number of FSM children, rising from 25.7% in 2019, to 30.9% in the 2020 autumn term.
- PP numbers had increased from 25.6% in 2019 to 31.9%, EAL children had increased from 16.5% to 18.5%, SEND support had increased from 11.3% to 13% and EHCPs from 1.2% to 7.4%. Governors were advised that since the Leadership Report had been completed, two more EHCPs had been approved and four were going through assessment. Two of these children had joined from elsewhere, with a third request having been made prior to Christmas, unfortunately this request had to be declined based on the support already being provided within school.
- Absences were roughly in-line considering the impact of Covid-19, overall attendance was however slightly below where it had been the year. A number of strategies had been put in place for key PA children. **A Governor asked about holiday requests at this point, with 35% having been approved**, the Headteacher explained that these were approved due to extenuating circumstances such as deaths of close family members, and that these were always approved via the Chair.
- There were four key PA children, where attendance in school had only been for a few weeks if that. Governors were advised that the EWO was involved with these children, and interventions had been sought from the Early Intervention Police, where families were not engaging in communication with the School. There were two children that who were quite poorly, consultants had therefore requested that these children remain at home. Laptops had been provided to these children so that they could engage with remote learning.
- **A Governor asked how pupil engagement with remote learning was going**, the Headteacher explained that engagement initially had been good, thanks were passed on to the staff at this point, who had come in to school, took everything on board, and worked hard to help implement remote learning. Some staff had moved from having poor technology knowledge to teaching online. Parents were also thanked, as they had worked well with staff to engage as many children as possible. There had also been quite a few

	<p>parents requesting packs too, support was also being provided to parents with behaviour management, this had been found to be more of an issue during the current lockdown. Engagement had been brilliant at the beginning of lockdown, currently Year 6 were at 98% engagement with live learning, Year 5 were at 92%, Year 4 were at 78%, Year 3 - 71%, Year 2 - 93% and Year 1 were at 73%, whilst EY were at 70%.</p> <ul style="list-style-type: none"> • 43 laptops had been allocated to the School, although a request had originally been made for 63. The CEO explained that she had met with the DfE that day, with one of the issues discussed being about the device deficit for the Trust, this would be investigated further. The Headteacher explained that the School were still awaiting 22 of the 43 laptops allocated. Staff Governors were invited to share their experience of live learning at this point, Mrs Crotty noted that initially children were really engaged with live learning, although this had waned slightly, the School were looking at ways to keep them engaged. Challenges with children accessing live learning were shared. Mrs Fergusson noted that she had been working with children putting in place interventions and IEPs which were still taking place both in school and remotely. Staff were working well together, sharing tips and knowledge and looking at ways of engaging children online, who were predominantly quieter in class. • The Chair asked if the IT infrastructure supported the devices children were using, a Governor added that he had been aware that there had been Wi-Fi issues, the Headteacher responded that the Wi-Fi had gone down for Years 2 and 4 and that Concero had been contacted to investigate this and were currently working on the issues. • Behaviour was a key focus for the School, looking at identifying specific needs, particularly in Year 6 and Year 3. The School were working with a number of external agencies where required. There had been two fixed term exclusions in the autumn term, plans had been put in place for these children. • The Chair asked about the one racial incident, which was unusual. The Headteacher advised Governors that when this had been unpicked, it was evident that the child did not understand to what extent they had offended the other child, the School had liaised with the child's parents and a red card had been issued. Governors were advised that the Safeguarding Link Governor had been made aware of the incident. A Governor commended the hard work staff were putting into this area, noting that the impact of Covid-19 had seen an increased workload for safeguarding issues. 	
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	<ul style="list-style-type: none"> • Governors were advised that dates for safeguarding training would be shared once approved with the safeguarding lead. • Appendix 2a and 2b related to EYFS and Whole School Data, Governors agreed that this would be scrutinised in detail by the Standards Committee. The EHTS commented on the fact that children were currently working at ARE, although this was lower than would normally be noted at this point in the year, this was a focus for the School. The Chair noted that at the last Standards Committee, the focus had been on the recovery curriculum, therefore what would be the focus for the next meeting, Governors agreed that this should focus on the wider curriculum, and that this include history, and arts. • The Evaluation of the SIP (Appendix 3 of the Leadership Report) had been RAG rated; this was an ongoing document. A Governor asked if the red areas were due to the impact of Covid-10 or something else, the Headteacher responded that some red areas were due to be completed in the spring term, and that these had indeed been impacted by Covid-19, assurance was given that by end of summer term, all areas would be green. • Appendix 4 of the Leadership Report referred to the PP Action Plan. A Governor asked whether the training for SLT had been shared with new staff yet. The Headteacher responded that lots of training had taken place, including training on the key curriculum, but work with the hard-to-reach families had been difficult during this period. It was noted that as some parents were sitting alongside their child when live learning was taking place, this had been beneficial in promoting links with the School. • Sports Premium Funding Summary (Appendix 6) Although it had been difficult to deliver some sports, efforts had been made to ensure children were still receiving a range of opportunities to access physical activities. The Trust had however made a decision that swimming would be postponed for the time being, but this would be reviewed each half term. To ensure skills were still being taught, videos were being shared with all children twice a week, showing them how to use materials at home. Due to the difficulties with not being able to cross bubbles, staff were being offered support by Mr Bonham. Governors were informed that the majority of Sports Funding had been spent on Mr Bonham. It was noted at this point that one of the students at the School had won an indoor athletics competition across the LA. • Following a question from a Governor, the Headteacher explained that as per the Catch-Up Funding Plan (Appendix 	<p>Standards Committee to look at wider curriculum, namely history and art.</p>
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	<p>5 of the Leadership Report) some items were only red as the funding was split out into payments, and would not be received all at once, therefore items of expenditure had been prioritised.</p> <ul style="list-style-type: none"> • In relation to staff wellbeing discussed around appendices 7 a/b of the Leadership Report, the Chair suggested that following an S4S course he had been on the previous year looking at wellbeing of staff, it would be an idea to have a wellbeing Link Governor, a Governor suggested that this would fall into the Safeguarding Link Governor role as this covered children and staff. The Clerk agreed to amend the information relating to Link Governors on GovernorHub • Governors were thanked for their support at this point, it was noted that a few Governors were supporting the School by attending half termly staff briefings. Staff felt appreciated by Governors. • Appendix 8 related to subject co-ordinator monitoring reports, the Chair advised Governors that it was important that they familiarised themselves with the reports that pertained to their Link Governor responsibility • The Headteacher explained that although there were some areas of red on the Website Compliance Report (Appendix 9) these would be rectified following the meeting. • The School had continued to engage with parents were able (Appendix 12 – Table of Events) and had even managed to raise £850 for charity during autumn term. • A Governor noted that at the pre meeting there had a few queries around finance, and that she had liaised with the Strategic Head of Finance and Business Administration (SHFBA) following this. The following had been advised; the Finance Report related to the first four accounting months from September 20 to December 20; additional income for nursery funding had all been planned in; Nothing had been planned in for the Teaching School, as there were uncertainties around whether this would be continuing. Concerns had been raised with the SHFBA that if additional income did not come in for the Teaching School then Perry Hall would be overspent, the CEO explained that she did not anticipate any income for the Teaching School, but the income received from her NLE work would go directly to the School to subsidise any unplanned expenses for the Teaching School, this would see in the region of £17,000 additionally. The Headteacher explained that the Teaching School would not appear on the report the following year. • The Chair asked if the School were comfortable with the support being received by the Assistant Ed Psych (Appendix 16) given the increasing challenges of the 	<p>Clerk to amend Link Governor title for Safeguarding on GovernorHub to 'Safeguarding (Inc LAC, CP and Wellbeing)'</p>
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<p>0509(a)</p> <p>0509(b)</p> <p>0509(c)</p>	<p>children, the Headteacher responded that a lot of hard work had been put into developing the Inclusion Team at the School, and that the AEP was able to manage this much better, the support being received was improving significantly.</p> <p>RESOLVED: That the Teaching and Learning Policy (Appendix 17) be approved</p> <ul style="list-style-type: none"> • Appendix 19 showed that the Trust had graded the School as a Category A school • The CEO detailed the Staffing Structure at this point (Appendix 20). It was noted that the structure included the removal of the current Headteacher, who was also an Executive Headteacher for the Trust, to allow them to focus more on supporting other Trust School, taking on responsibility for supporting three of them directly. The Trust would then look to appoint a full time Head of School to take on the day to day running of the School with the EHT looking after it strategically. Governors discussed the proposal at length. <p>RESOLVED: That the proposal as per Appendix 20 be approved by the LGB, this would then be ratified by the Trust Board</p> <p>The Chair noted that should the School require Governors support with this in any way then they only had to let them know. A discussion was held at this point around the possibilities of who would fill the Head of School role, a member of staff had been identified, and further discussions were taking place.</p> <ul style="list-style-type: none"> • The Headteacher explained that the School had opened the Nursery to children of Keyworkers and Vulnerable children, following the recent lockdown announcement, where six children were attending the 2's provision and Nursery. However, a survey had since been sent out to Nursery parents asking for expressions of interest, out of 87 children, there had been 59 responses received with just over 30 children requesting the provision. It was noted that currently there were 22 children accessing the morning Nursery provision and 15 in the afternoon. <p>RESOLVED: That the Leadership Report as per Appendix 1 be approved.</p>	
0510	<p><u>LEADERSHIP STRUCTURE</u></p> <p>The Leadership Structure had been considered under Minute No 0509.</p>	
	<p><u>ADOPTION OF POLICIES</u></p> <p>The following Trust Policies had been received.</p>	

0511	<ul style="list-style-type: none"> • Admissions Policy • EYFS Policy • Safeguarding Policy <p>Governors were advised that the above policies had been approved at the Trust Board meeting held on the 21 September 2020.</p> <p>RESOLVED: That the above Trust policies be adopted.</p>	
0512	<p><u>GOVERNOR TRAINING</u></p> <p>The Clerk asked if anyone had attended any training relevant to their role as Governors since the last meeting, the following was noted:</p> <p>Mr Fisher had attended:</p> <ul style="list-style-type: none"> • Effective Communications with Parents 22nd September • Primary Curriculum – 23rd September 2020 • Level 1 Safeguarding – 4th November 2020 • Effective Link Governor visits – 1st December 2020 • **External course** - Mental Health First Aid for Adults (delivered by St John Ambulance) – 10th December 2020. <p>Mr Fisher commented on the quality of the training he had received from S4S and their partners and noted that there was still value in attending the courses despite them being online.</p> <ul style="list-style-type: none"> • Mrs O'Rourke and Mr Tarbuck had attended Health and Safety Training • Mrs Tranter noted that although it was not related to Governance, she had completed her Post Grad Diploma, Governors congratulated Mrs Tranter at this point. 	
0513	<p><u>FEEDBACK FROM STANDARDS COMMITTEE</u></p> <p>There was nothing to note from the Standards Committee.</p> <p>The Clerk asked if the Chair wished to share any information from the Trust Standards Committee which he formed part of. The Chair noted that a wealth of information had been shared at the meeting, an overview of which was provided. Governors were advised that should there be any specific information they wished to see, then the Chair or Vice Chair would be happy to help them. The CEO – added that the Trust would ensure that all local standards committees would be provided with in-depth of information as provided at Trust Standards meetings.</p>	

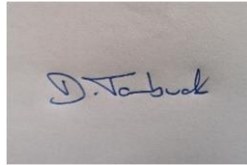
0514	<p><u>FEEDBACK TO / FROM THE TRUST</u></p> <p>A Governor suggested that feedback be provided to the Trust Board on making sure that IT capabilities were spot on to ensure that no issues arise.</p> <p>A Governor noted how valued MAT Subject Leads were, and how supported staff felt by being able to contact them and other staff members across the Trust.</p> <p>The Chair raised the issue of children accessing school grounds over the weekend to utilise the goal posts, and suggested that maybe these were moved when not in use due to any potential liability that may arise. A discussion was held around this, with the general consensus being that if children were playing there then they were not vandalising elsewhere, but a discussion would be held with the Strategic Head of Estates and Facilities around what could be done.</p> <p>The CEO asked that thanks be passed to staff, on behalf of the Trust for their support and dedication during this period.</p>	
0515	<p><u>CHAIR'S CORRESPONDENCE</u></p> <p>The Chair reported that no correspondence had been received since the previous meeting which they considered necessary to draw to the attention of Governors.</p>	
0516	<p><u>UPDATE TO GOVERNORS HANDBOOK</u></p> <p>Governors received the S4S report regarding changes to the DfE Governance Handbook (Appendix 2 – on GovernorHub).</p> <p>The Clerk explained that following the revised version of the Governance Handbook for 2020 released by the DfE, a report had been produced by S4S detailing the changes made to the handbook.</p> <p>It was noted that the Governance Handbook set out the roles, functions, and legal duties of Governing Boards in maintained schools, academies and multi academy trusts. The Clerk suggested that Governors familiarise themselves with the handbook if they had not already.</p>	
0517	<p><u>DATE OF NEXT MEETING</u></p> <p>RESOLVED: That that date of the next LGB take place at 6pm</p>	

	on 19 May 2021.	
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A staff Governor took the opportunity at this point to thank all the Trust and the SLT for all the support that staff had received during the current situation with Covid-19, as they had all been made to feel safe. The CEO was appreciative of this feedback.

The Clerk noted at this point that an AOB item had been missed, the Headteacher explained that the sensory room was progressing well, and that there was one sensory room and one circuit room, staff training had taken place and equipment had been ordered, when children returned to school, this would be fully functioning.

The meeting closed at 19.33pm



Signed:
(Chair of Local Governing Body)

Date19 May 2021.....